

ORD 221-64  
31 January 64

MEMORANDUM FOR: All ORD Personnel

SUBJECT: Defense Documentation Center/CIA Information Exchange

1. A system has been worked out with the Defense Documentation Center (DDC) (formerly Armed Services Technical Information Agency) to provide CIA with information on DOD research and development.

2. DDC has agreed to provide unlimited information support to CIA on research areas of interest to this Agency. This support can be provided in numerous ways, i.e., copies of DOD contracts, copies of DDC research reports (Form 613), and DDC machine runs on broad scientific research areas. There will be no restrictions regarding classification of information requested from DDC.

3. The CIA Library has been designated the central control point for Agency requests being levied on DDC. Accordingly, all requests to DDC will be forwarded to CIA Library, Attention: [redacted] Room 1H1125. In those instances where ORD personnel know the DDC AD report number, requests should be submitted on the standard CIA document procurement form #1395. In those instances where a DDC 613 "run" on a broad scientific research area is requested or when the requestor does not know the DDC AD number, the request will be forwarded to the CIA Library in memo form giving as much background information as possible. Memo requests will also be submitted when copies of DOD contracts are desired.

4. In addition to supplying the aforementioned information, DDC is also willing to provide information service to CIA contractors. If the CIA requestor desires DDC to provide this service, a contract authentication relating to security clearances and "need-to-know" will have to be filed with DDC. [redacted] will also provide assistance in filling out these contractor service requests.

OSD REVIEW COMPLETE

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5. Copies of the DDC Thesarus and the Corporate Author List are on file in the offices of [redacted] These documents are vital to the utilization of the DDC system and interpretation of material received.

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6. Any questions or problems relating to the use of the newly approved CIA/DDC information exchange system should be directed to the undersigned in 1D0410, [redacted]

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[redacted]  
SA/DAD/LS/ORD